



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CHIEF, LONG TERM PSYCHIATRIC CARE

Class No. 004121

■ CLASSIFICATION PURPOSE

Under general direction, to manage, direct, evaluate and oversee long-term care services to adults with serious and persistent mental illness; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a single position management classification allocated to the Health and Human Services Agency (HHS), Mental Health Services. The Chief, Long Term Psychiatric Care is responsible for the evaluation of mentally ill adults and their long term psychiatric care to ensure that the most effective and cost efficient interventions, treatments, services and hospitalizations are provided in partnership with public and private providers.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

1. Supervises county and contract staff.
2. Facilitates the integration of contract and community agencies with county services.
3. Provides fiscal, program oversight and coordination of managed care and 24 hour psychiatric services for adults with mental illness.
4. Researches, plans and develops alternatives to in-patient or long term placement using contracted service providers and/or consultants.
5. Ensures that special populations, such as those with a dual diagnosis and/or substance abuse, receive appropriate and integrated therapies.
6. Recommends new programs and makes appropriate changes in program policies and procedures.
7. Writes requests for proposals.
8. Supervises new program implementation, evaluation and monitoring activities.
9. Evaluates and ensures that interventions are therapeutically sound and provided in appropriate facilities.
10. Promotes the goal of public/private partnership in the provision of services to mentally ill adults.
11. Meets with contract and private mental health providers to resolve problems and integrate services to minimize state hospital treatment.
12. Facilitates interagency cooperation and integration of county services with other agencies.
13. Provides technical expertise to hospital and mental health administrators on long-term psychiatric services and care.
14. Reviews legislation related to psychiatric services for effects on the mental health system.
15. May assist in developing legislation.
16. Participates on task forces and attends meetings in the community.
17. Identifies needs and assesses resources to assure continuity of services.
18. Conducts site visits.

19. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Current mental health theory, practices, and programs.
- Program planning, administration, and evaluation of services for the mentally ill requiring long-term care.
- Community resources available to mentally ill adults.
- Federal, state, and local laws pertaining to delivery of mental health services to the mentally ill.
- Budget and contracting process and procedures.
- The General Management System (GMS) in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Evaluate therapeutic needs for mentally ill adults.
- Analyze complex problems, and identify alternatives and logical solutions.
- Conceptualize and integrate mental health services.
- Direct, coordinate and supervise subordinates.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representative of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: at least five (5) years of experience delivering mental health services to chronically mentally ill adults, two (2) years of which must have been in an administrative capacity.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Licensure by the State of California to practice as a Licensed Clinical Social Worker; Marriage, Family and Child Therapist; Mental Health Nursing Specialist; Clinical Psychologist; or Psychiatrist.

All applicants using a LCSW, Clinical Psychologist or Psychiatrist license to qualify for this position are required to have a National Provider Identification Number (NPI) at the time of employment, or proof of application must be provided within sixty (60) days of beginning employment. Incumbents are required to maintain the NPI throughout employment in this class.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: May 26,1995
Revised: Spring 2003
Revised: June 15, 2004
Revised: October 2005

Chief, Long Term Psychiatric Care (Class No. 004121)

Union Code: MA

Variable Entry: Y